LEGAL ADVERTISEMENT
NOTICE TO
ARCHITECTS/ENGINEERS
REQUEST FOR QUALIFICATIONS

Northern Maine Community College wishes to procure architectural and engineering services for the renovation of Aroostook Hall into a new academic building. The new academic building will include classroom, office spaces, and a testing center. The project includes, but is not limited to the design, renovation, and construction of approximately 7000 square feet into a new academic building. Please see the full RFQ at http://www.nmcc.edu/rfp.

The scope of services will include, but not be limited to, field verification and documentation of existing conditions, design development, contract documents, bidding, and construction administration. The firm may be required to coordinate this work and/or additional work with other consultants contracted by Northern Maine Community College.

Interested firms should submit __4_ copies of a letter of interest, each with a "Statement of Qualifications." This "Statement of Qualifications" should include: 1) the firm's qualifications to undertake this project; 2) the firm's experience with budget and cost control including the results of the firm's activities; 3) a listing of projects that demonstrate the firm's capabilities; 4) a listing of recently completed work on similar type and size projects including contact information of the client or project contact for each project; 5) profiles of key personnel who will be involved in the design work; 6) a statement of current workload; 7) a listing of business references other than those listed above, including contact information; and 8) additional information that you believe would be useful in evaluating the firm's qualifications. If a firm intends to undertake the project jointly with another firm or by the use of consultants, please include information on the other known firms to be used. Letters of interest with attached qualifications statements should be sent to the following address must be received no later than 2:00 p.m. on May 2nd, 2014.

Northern Maine Community College
c/o Barry Ingraham, Director of Physical Plant & Technology
33 Edgemont Drive
Presque Isle, ME 04769

Responding firms will be screened and interviewed on the basis of the qualifications only. Specific design concepts or solutions for this project **will not** be discussed at the interview.

Evaluation Criteria

The evaluation criteria will be used and considered in the evaluation of written submissions and interviews. The scoring weight is listed for each criterion. Additional information required for proper assessment of submissions may be requested from the A&E firms at the discretion of NMCC.

Evaluation will be made per the following criteria:

1. Completeness

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and the proposal is complete with all requested information.

2. Evaluation of Responses

A. Evaluation Process

NMCC will appoint a selection committee to formally evaluate each response. The evaluation process will be used to grade the responses as described herein. The evaluation process may include verification of references, confirmation of financial information and may include other information as directed by NMCC.

B. Grading Format

Each section or subsection of the response will be considered a separate selection criterion and will be graded individually. All scores will be summed to give the grand total score. The maximum possible total score for the response is 100 points. Scoring will be summarized on the Formal Evaluation Form.

C. Point Values for items to be graded

Criteria	Point Value
The firm's qualifications to undertake this project	15
The firm's experience with budget and cost control including the results of the firm's activities;	15
Listing of projects that demonstrate the firm's capabilities	10
Listing of recently completed work on similar type and size projects including contact information of the client or project contact for each project	20
Profiles of key personnel who will be involved in the design work	10
Statement of current workload	10
Listing of business references other than those listed above, including contact information	10
Additional information that you believe would be useful in evaluating the firm's qualifications	10
Total Maximum Score	100

D. Percentage Grades

Grade	Description
0%	Criterion was not addressed or the material presented was totally without merit.
20%	Criterion was addressed minimally, indicated little capability, experience, or understanding of topic.
40%	Criterion was addressed minimally, but shows some capability, experience, or understanding of topic.
60%	Criterion was addressed adequately. Overall, a basic capability, experience, or understanding of topic.
80%	Criterion was addressed well. Indicates some superior features.
100%	Criterion was addressed in superior fashion, indicating excellent or outstanding capability.

E. Example

A typical criterion has a point value of 10 points. If a response addresses the topic well (the definition of the 80% grade) the 10-point value for the criterion would be multiplied by 80%, resulting in a score of 8.0.

Point Value	Grade	Score
10	80%	8.0

4. Selection:

NMCC may contact respondents with questions on their responses, request oral interviews, or select a firm after reviewing and ranking written responses.

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Evaluation Form

"Name of Respondent"		
Criteria	Point Value	Actual Grade
The firm's qualifications to undertake this project	15	
The firm's experience with budget and cost control including the results of the firm's activities;	15	
Listing of projects that demonstrate the firm's capabilities	10	
Listing of recently completed work on similar type and size projects including contact information of the client or project contact for each project	20	
Profiles of key personnel who will be involved in the design work	10	
Statement of current workload	10	
Listing of business references other than those listed above, including contact information	10	
Additional information that you believe would be useful in evaluating the firm's qualifications	10	
Score	100	